

CODE: 1302
FLSA: EXEMPT
GRADE: 32

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: DEPUTY FINANCE DIRECTOR
FINANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs professional and administrative work in support of the management and direction of the Finance Department. Work involves managing all accounting operations and audit preparation of the Finance Department; managing directly or indirectly accounting functions of accounts payable, real estate, collections, utility billing, utility customer service, payroll, business license operations, and cashiering; supervising directly utility billing, customer service, and collection, and reviewing and advising staff in other accounting areas; directing all phases of the Town annual financial statement audit; maintaining complex financial records and reconciling all Town bank accounts and other general ledger accounts; researching and analyzing accounting issues and ensuring the Town is in compliance with Generally Accepted Accounting Principals; developing and implementing effective internal controls over the accounting environment; developing and suggesting accounting policies and ways to improve staff cross training and efficiency; developing accounting operational solutions to initiatives requested by other departments or upper management such as accounting for grants, accounting for non-routine payments or receipts, credit card program, etc; responding to complex information requests from outside parties; researching and analyzing issues with other like governments to assist in the Town's budget process; and resolving complex billing issues with staff in the Finance and Department of Public Works departments and directly with customers. Reports to the Director of Finance Director/Treasurer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Schedules, directs, and organizes all phases of the annual financial statement audit; prepares related work papers, accounting schedules, accounting analysis, etc.; gathers data from other departments and the County.

Stays abreast of regulation changes and plans implementation of changes affecting the Town.

Plans, coordinates, and oversees the accounting functions of the Town.

Reconciles all bank accounts and general ledger accounts.

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Checks, reviews, authorizes, and updates payroll, accounts payable, collection, general ledger, and billing transactions as necessary.

Supervises Water and Sewer billing and customer service functions.

Reviews all Water and Sewer billing adjustments.

Discusses water accounts with difficult customers or with complex or difficult billing situations.

Performs financial analysis, both self-directed and in response to inquiries from the Finance Director, department heads, and Finance staff.

Prepares correspondence as necessary with other departments and outside agencies regarding financial matters.

Works regularly with other Town departments on financial and budgetary issues.

Makes recommendations for procedure and policy changes.

Assists in hiring all Finance Department staff.

Trains staff.

Monitors and tracks results of Town investments; maintains corresponding records.

Performs annual evaluation of staff and interim evaluations as necessary.

Researches surrounding localities to support annual budget preparation.

Assists in Requests for Proposals related to Finance area.

Serves as backup for all Finance Department areas.

Schedules coverage for all Finance positions.

Keys journal entries.

Receives and/or reviews various records and reports such as bank statements, journal entries, billing registers, payroll input, and accounts payable input.

Prepares and/or processes various records and reports such as audit work papers, bank reconciliations/other account reconciliations, journal entries, policy and procedure statements, and reports to various agencies.

Refers to pronouncements from GASB, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment such as adding machine, cash register, postage machine, computer, printer, etc.

Uses a variety of tools such as Internet, "posted" stamp, hole puncher, stapler, etc.; a variety of supplies such as paper, binders, folders, general office supplies, etc.; and a variety of computer

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software such as Pentamotion General Ledger System, Turchetta Utility Billing System, Microsoft Excel, Microsoft Word, Internet, etc.

Interacts and communicates with various groups and individuals such as the Director of Finance/Treasurer, other department heads, Finance staff, vendors, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in business administration supplemented by three to five years of professional accounting / financial management experience; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Must be a Certified Public Accountant.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, calculators, etc. Must be able to exert a negligible amount of force on occasion to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to subordinates and co-workers. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of financial, administrative and statistical documents and reports, etc. Requires the ability to prepare various types of reports, documents, etc. with the proper format, punctuation, spelling, and grammar, using all parts of speech. Has the ability to speak before audience with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including finance, accounting, budgeting, etc.

Numeric Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use advanced accounting mathematics and advanced applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the Finance Department as they pertain to the performance of duties of the Deputy Finance Director. Has considerable knowledge of the functions and interrelationships of the Town and other governmental agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to help ensure compliance with all laws and regulations and control the activities of the Town through effective supervision. Is able to make sound, educated decisions. Has thorough understanding of the principles of finance, budgeting, and accounting, and the standards, regulations, and laws relating to financial accounting. Has knowledge of the implementation and control, which must be exercised over the financial management systems and procedures. Is skilled in accounting/financial principles. Has thorough knowledge of government budget development and administration, collections, investment management, auditing and other functions of the division. Is capable of producing quality work, which requires constant attention to detail. Has knowledge of how to plan, organize, and direct a financial/professional and support staff. Has knowledge of how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in assisting with the developing, directing, and supervising various programs and related activities. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to use independent

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judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future Town needs and resolving problems. Is able to help plan and develop daily, short- and long-term goals related to Town purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Has good organizational, technical, and human relations skills. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling, and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing and records management. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

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Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

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Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.